

# United States Department of Transportation

## Federal Motor Carrier Safety Administration

### Fiscal Year 2010 – Commercial Driver's License Program Improvement Grants Program Announcement and Submission Instructions

Thank you for your interest in the Fiscal Year 2010 (FY 2010) Commercial Driver's License Program Improvement (CDLPI) Grants. This document will assist you by providing important information about the CDLPI grant program, including the FY 2010 program priorities and critical information related to preparing and submitting a grant application.

The submission requirements and instructions have changed for FY 2010. **Please** review this **entire** document before submitting an application through Grants.gov.

#### **Section I – Funding Opportunity Description**

The Federal Motor Carrier Safety Administration (FMCSA) announces the availability of Commercial Driver's License Program Improvement (CDLPI) grant funding as authorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This act establishes the priority of bringing States into compliance with the requirements of 49 CFR Parts 383 and 384, and also generally improving the Commercial Driver's License (CDL) program across the nation. The FMCSA will award up to \$20,000,000 to State agencies under this grant announcement (subject to the availability of funds).

To achieve the goals of SAFETEA-LU and the FMCSA mission of reducing the number of crashes and fatalities involving large trucks and buses, the national priority for the FY 2010 CDLPI grant program is:

1. Compliance with the Commercial Motor Vehicle Safety Act of 1986 (CMVSA) and its amending legislation, including the Motor Carrier Safety Improvement Act of 1999 (MCSIA). Priority funding will go to those projects which are aligned to this national priority and which will bring a State into substantial compliance with 49 CFR Parts 383 and 384.

For those States making a good faith effort towards substantial compliance with 49 CFR Parts 383 and 384, the FMCSA will consider applications for projects:

2. that improve the accuracy, completeness, and timeliness of driver history and conviction information exchanged between law enforcement, prosecutors, the courts, employers, and State driver licensing agencies; this includes the timely transfer of licensing, conviction, and withdrawal information from one State driver licensing agency to another as required by 49 CFR Part 384 §§ 207, 208, and 209;

3. that improve the accuracy of data currently in driver history databases. Data accuracy and completeness is critical to a State's ability to comply with CMVSA and MCSIA;
4. that update and improve CDL knowledge and skills tests to ensure drivers of large trucks and buses possess the knowledge and skills necessary to operate those vehicles safely;
5. that improve the prevention and detection of fraudulent activities through better implementation of CDL program management control and oversight practices, including the covert monitoring and use of automated CDL knowledge testing systems;
6. that increase outreach and training to the criminal justice community on the importance of properly charging, adjudicating, and sanctioning CDL holders and CMV operators of those offenses listed in 49 CFR 383.51.

Allowable costs under the CDLPI grant awards include, but are not limited to expenses for computer hardware and software, publications, testing, personnel, training, and quality control. Grants made under this program may not be used to rent, lease, or buy land or buildings.

Pursuant to the provisions of SAFETEA-LU, a separate announcement will make available up to \$5,000,000 to State agencies and other entities for:

- emerging issues relating to commercial driver's license improvements; and,
- special activities and projects relating to commercial driver licensing and motor vehicle safety that are of benefit to all jurisdictions of the United States or are designed to address national safety concerns and circumstances.

## **Section II – Award Information**

FMCSA expects to award as many as 51 CDLPI grants to States (including the District of Columbia) in FY 2010, with award amounts ranging from \$5,000 to \$1,500,000.

FMCSA expects to announce awards within ninety days of the submission deadline (subject to the availability of funds). The grant periods of performance will begin no earlier than the award date of the funds and will be determined by the project plan submitted with the application.

## **Section III – Eligibility Information**

Agencies in each State (including the District of Columbia) responsible for the development, implementation, and maintenance of the CDL program are eligible to apply for grant funding.

The Federal share of the funds under this grant program is established by SAFETEA-LU as 100 percent. There are no matching or cost-sharing requirements. However, State may not receive the full amount requested. If a State accepts a grant awarded under this program for less than the funds it requested, it must fund all project expenses in excess of the awarded amount.

Also, the State must:

- assume responsibility for adopting and administering State safety laws and regulations that are compatible with the Federal CDL requirements (49 CFR parts 383 and 384); **the Secretary of Transportation may make a grant to a State under this program ONLY if it complies with or is making a good faith effort toward substantial compliance with the requirements of 49 USC 31311;**
- agree that the total expenditure of amounts of the State and political subdivisions of the State, exclusive of amounts from the United States, for carrying out the CDL program and related activities and projects will be maintained at a level at least equal to the average level of that expenditure by the State and political subdivisions of the State for the last 2 fiscal years of the State ending before August 10, 2005; and
- prepare and submit to FMCSA quarterly performance and financial reports on project progress, status, and expenditures on forms as designated by the Agency.

#### **Section IV – Application and Submission Information**

The FMCSA utilizes Grants.gov ([www.grants.gov](http://www.grants.gov)) as the primary tool for accepting discretionary grant applications. Except as described below, all FY 2010 CDLPI applications must be submitted electronically through this site.

The Catalog of Federal Domestic Assistance number for this grant is 20.232.

All applications must be submitted through Grants.gov, except as described below, by 11:59 P.M. (EST) on November 1, 2009. Applications received after this time will be considered if funds remain available after the review process for timely applications. Due to unforeseen connectivity or technical issues associated with online submission, FMCSA strongly encourages all applicants to submit their applications well in advance to allow for additional time if needed.

If the designated grant official from an applicant requires special assistance or accommodation associated with submitting this grant application, methods other than Grants.gov are available. Please contact the agency personnel listed in Section VII of this notice if assistance is required.

States should submit only one CDLPI grant application package through Grants.gov for FY 2010. However, if the State is requesting funds for several large and diverse sub-projects, each major sub-project may be submitted as a separate attachment within the single application package.

All CDLPI Grant applications for FY 2010 must include the following forms as provided in Grants.gov:

##### **1. SF-424 Standard Application for Federal Assistance**

This is the standard application form for all requests for Federal assistance. When completing Section F, please ensure that the individual listed as point of contact will have actual knowledge of the project applied for and can answer relevant questions.

## 2. SF-424A Budget Information for Non-Construction Programs

This is a standard budget form for requests for Federal assistance. On page 1, the applicant may indicate up to 4 sub-projects requested. The applicant should clearly indicate the title of each project in the provided boxes of Column A. Because there is no State-matching requirement for CDLPI grants, and because there are no-rollover funds available for these grants, please indicate \$0.00 in columns C, D, and F.

On page 1A, please clearly indicate the 4 projects listed on page 1 in Columns 1-4 and then fill in the appropriate object class categories for each project in rows A-K.

Please complete the remaining pages as appropriate. If the applicant feels that an additional budget worksheet is necessary to further explain estimated costs, please attach a budget document to the Attachments Form (#6 below). Any attached budget should be pre-formatted to be printed on standard, letter-sized paper (already in PDF format is preferable). If the applicant attaches budget worksheets for multiple projects under the same grant application, each project should be clearly distinguished in the document.

## 3. SF-424B Assurances for Non-Construction Programs

This is a standard assurances form associated with accepting Federal assistance funds. This assurances document indicates that the applicant-agency is in substantial compliance with various programs, regulations, and Federal laws. This document should not be completed without confirmation from the appropriate agency or State official that the applicant-agency is indeed compliant. The FMCSA and other applicable Federal agencies reserve the right to request further information and/or conduct an audit to confirm compliance as indicated on this form, as provided for in the United States Code or the Code of Federal Regulations.

## 4. Grants.gov Lobbying Form

This form requests information related to the lobbying activities of the applicant. Depending on the responses provided, the applicant may also be required to complete an SF-LLL Disclosure of Lobbying Activities Form.

## 6. Attachment form

This document can be used to submit supplemental attachments to the grant application.

## **Supplemental Information**

### *Self-Assessment Document*

A **single** document should be attached to the application packet that contains an assessment by the applicant agency of the State's CDL program. This document should focus on the State's progress towards compliance with 49 CFR Parts 383 and 384 based on known deficiencies. Other known deficiencies and program weaknesses should also be addressed. This document must indicate the total number of non-commercial driver's licenses AND the total number of commercial driver's licenses issued by the State. This document should **NOT** provide a general history of the State's CDL program or other information that is not directly related to the State's application or its good faith effort towards substantial compliance.

### *Other Supplemental Information*

The applicant should attach any supplemental information that it believes will support the proposal. However, the applicant should limit the information provided to FMCSA to what is needed to evaluate the proposed projects. Descriptions of problems and proposed solutions should not exceed several pages in length unless they involve the most complicated of issues.

So that FMCSA may conduct a fair and comprehensive evaluation of the grant proposal, applicants are **strongly encouraged** to consider the following:

- When requesting assistance for more than one project, discuss each project individually. Provide a clear and concise problem statement, proposed solution, explanation of the resources necessary to achieve the desired results, and expected timeline for project A, then repeat the same for project B and so on, keeping all relevant information separated by project. By making clear distinctions, FMCSA is able to fully evaluate the merits of each project individually.
- While a comprehensive budget is permitted, individual projects must have a clear budget total that can be distinguished from other projects. These budgets should be included in the individual sections described above. Applicants **SHOULD NOT** provide budget forms that group expenses from all projects according to its own internal budget categories (personnel, programming, contracting, etc). This broad categorization of expenses is not helpful to application reviewers and can lead to a delay in grant awards while clarifying information is requested.
- Fringe benefits should not be a separate expenditure category. Personnel costs requested should include fringe benefits.
- When preparing an application package, applicants should not save each application section as an individual document. Rather, all information relating to a single project request should be included in one document attached to the application package. Multiple project requests can also be included in a single document provided they are clearly distinguished from one another as described above.
- Budgets and other information in charts or spreadsheets should be pre-formatted for printing on standard copy paper.

### **Section V – Application Review Information**

In reviewing applications submitted for this program, FMCSA will consider various factors, including:

- Compliance – The State’s progress towards achieving full compliance with the provisions of 49 CFR Parts 383 and 384.
- Prior performance – Completion of identified programs and goals per the project plan submitted under previous grants awarded to the applicant.

- Effective Use of Prior Grants – The applicant has demonstrated timely use of available funds in previous awards.
- Cost Effectiveness – Applications will be evaluated and prioritized on the expected impact on safety relative to the investment of grant funds. Where appropriate, costs per unit will be calculated and compared with national averages to determine effectiveness. In other areas, proposed costs will be compared with historical information to confirm reasonableness.
- Applicability to announced priorities – grant applications that specifically address these issues will be given priority consideration.
- Ability of the applicant to support the strategies and activities in the proposal for the entire project period of performance.
- Use of innovative approaches in executing a project plan to address identified safety issues.
- Feasibility of overall program coordination and implementation based upon the project plan.

The FMCSA reserves the right to waive informalities in evaluating applications.

#### **Section VI – Award Administration Information**

Upon evaluation and award of funds under this grant program, the applicant will be contacted by the FMCSA Division Administrator of its State. The applicant will be required to enter into a grant agreement with FMCSA obligating the funds awarded and outlining the terms and conditions of the award. In some cases, the applicant will be required to submit a supplemental budget or project narrative based on a partial or modified grant award.

#### **Section VII – Agency Contact**

This grant program is managed by:

Commercial Driver's License Division  
Office of Safety Programs  
Associate Administration for Enforcement and Program Delivery  
Federal Motor Carrier Safety Administration  
United States Department of Transportation

For more information related to this announcement or application submission, the applicant may contact the FMCSA Division Office in its State, or:

Brandon Poarch  
Lead Transportation Specialist  
Email (preferred): [brandon.poarch@dot.gov](mailto:brandon.poarch@dot.gov)  
Office: 202-366-3030  
Fax: 202-366-7908

By Mail:  
FMCSA  
1200 New Jersey Ave, SE  
Washington, DC 20590  
ATTN: Brandon Poarch  
MC-ESL W65-226

### **Section VIII – Other Information**

FMCSA Website: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)